

Commonwealth of Kentucky Department of Education

2014 Medicaid Conference Medicaid School Based Administrative Claiming (SBAC)

Sivic Solutions Group Presentation

July 31, 2014

Agenda

- Introductions
- Our Profile and Experience
- Project Organization
- Our Proposed Solution
- Implementation Methodology
- District Responsibilities
- Project Schedule
- Contact Information

Introductions

- Siva Kakuturi – Project Director
- Ann Herrick – Project Manager
- Chris Patton – Deputy Project Manager
- Anna Mosby – Training, Monitoring Review, Support

Our Profile and Experience

SSG Profile

- **Sivic Solutions Group**

- ✓ 15-year old Firm Specializing in:

- Random Moment Time Studies, Admin Claiming, Cost Settlement
- Web-based Systems Development and Implementation
- SPA Development and CMS Negotiations

- ✓ Highly Qualified Staff

- Experienced in Schools and Cost Allocation (A-87) Methodologies
- With both the Top Policy and Systems Expertise in the Country
- Focused on Customer Service, with Familiarity with KY Schools

- ✓ HIPAA-Compliant Facilities

- 5,500 Sq. Ft. Development Center in Utica, NY
- Offices in Chicago, Colorado Springs, Washington DC, Tampa Bay and Albuquerque

Our Profile and Experience

SSG Experience

- **Implement and Manage Large Schools and Social Services RMTS and Claiming Projects**
 - ✓ District of Columbia Public Schools RMTS, Cost Settlement and Web-based Systems
 - ✓ Mississippi Schools State-wide RMTS, Administrative Claiming and Direct Service Claiming
 - ✓ District of Columbia Child and Family Services Agency Cost Allocation, Time Studies, and Web-based Systems
 - ✓ Ohio Job and Family Services 350 Time Studies and Administrative Claiming
 - ✓ Ohio Job and Family Services County Finance Information System (CFIS Web), including Budgets, Cash Draws, Expenditure Reporting, Cost Allocation and Federal Claiming
 - ✓ Helping Hundreds of School Districts in a number of States Recover Medicaid Funds

Our Profile and Experience

SSG Experience

- **Develop and Host Large, Sophisticated Web-based Systems**
 - ✓ Random Moment Time Study, Administrative Claiming System (e-SivicMACS)
 - ✓ Medicaid Direct Service Claiming (MAXCapture)
 - ✓ Web-based Cost Allocation System (e-SivicCAP)
 - ✓ Statewide Ohio County Financial Information System (CFIS Web)
 - ✓ Electronic Special Education Tracking System (ESETS)
 - ✓ Voucher Management System for California Access to Recovery (ATR) Program
 - ✓ Targeted Case Management (TCM) Quality Assurance and Billing System (e-TCMTrack)

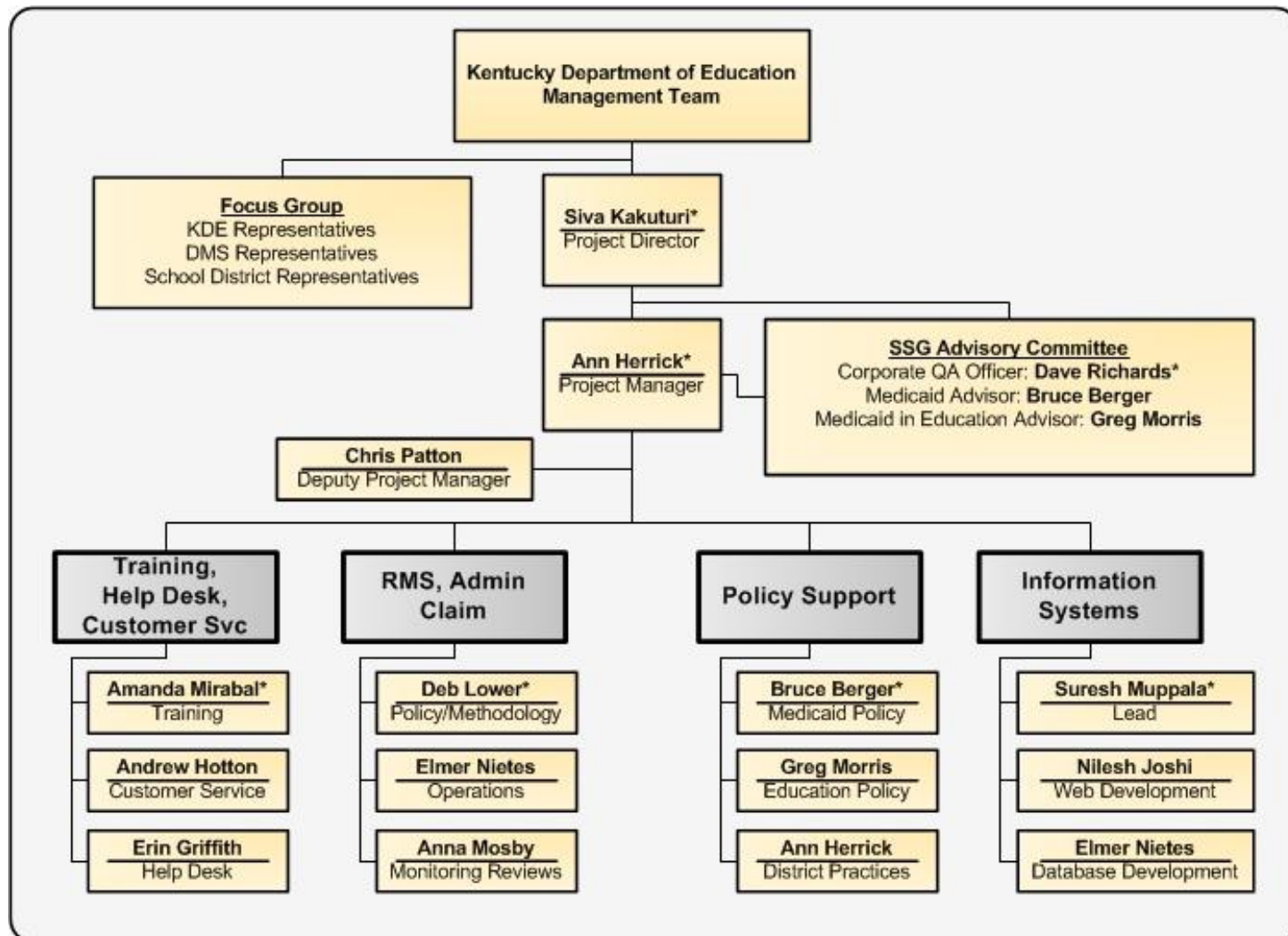
Our Profile and Experience

Expertise in Consulting, Financial Services & Systems

- Title XIX Medicaid Claiming for Schools and HHS Agencies
- Third Party Administration
- Title IV-E Foster Care and TANF Claiming
- Medicaid, IV-E, and TANF Policy and Compliance
- Education Claiming Compliance
- Rate Setting
- Case Management System Solutions
- Web-based Systems using Service Oriented Architecture
- Healthcare Systems
- Custom Software Development

Project Organization

Proposed Project Organizational Chart



Our Proposed Solution

Summary of Business Solution

- Review Approved KY SPA and SBAC Guide
- Configure e-SivicMACS RMTS Process based on SPA, SBAC Guide and Guidance from KDE Management
- Test RMS, Cost Reporting and Claim Screens
- Review with KDE Management
- Set Up Production Environment and Web-site
- Assist with Initial Loading of Participant Data
- Generate, Review and Approve RMTS Samples
- Generate, Review and Approve Quarterly Claim
- Develop and Implement Monitoring Reviews

Our Proposed Solution

Summary of Technical Solution

- Simple and Easy to Use Screens
- System Screens follow Intuitive Business Process
- Fully Open Web-based System using n-tier Architecture
- Microsoft .NET Framework and SQL Server Database
- HIPAA-Compliant Software and Hosting Facility Security
- Flexible, Secure and Highly Configurable
- User-driven Business Solutions using State-of-the Art Technology
- Powerful Data Analysis and Reporting Tools

Our Proposed Solution

Data Center and Hosting Capabilities

- e-SivicMACS and our Utica Software Development Center are totally HIPAA-compliant
- Our Utica Data Center is a state-of-the-art 5,500 square ft. facility that houses systems and claim operations staff
- The Center has extensive file storage, backup, and disaster recovery capabilities and plans
- The Center has a capacity of over 4 Terabytes, with only 1.1 Terabytes currently used for Client data
- The Center can easily store over 6 years of data
- Built-in redundancies including a Natural Gas Generator

Our Proposed Solution

Value-added Differentiators of our Solution

- An experienced team with qualifications in Medicaid Claiming Services for clients across the country in 13 States
- Highly experienced Project Manager with experience in Medicaid in Schools for the last 20 years
- Team Leads with in-depth knowledge and experience of Medicaid Administrative Claiming in schools and Cost Allocation
- Technical assistance to the Districts, including onsite monitoring reviews
- On-line, real time analytical and graphical reporting with the option for pdf or Excel formats

Implementation Methodology

Implementation Methodology

- **Project Initiation**
- **RMTS & Cost Reporting Implementation**
 - ✓ Functional Requirements Confirmation - **Complete**
 - ✓ Configure e-SivicMACS based on Approved SPA and SBAC Guide - **Complete**
 - ✓ Load Master Data (Activity Codes, Calendars, Work Schedules, etc) - **Complete**
 - ✓ Assist School District Coordinators in Loading Participant Data
 - ✓ Perform Testing - **Complete**
 - ✓ Conduct District Coordinator Training
 - ✓ Districts Update and Verify Roster Data
 - ✓ Generate, Review and Approve RMTS Samples
 - ✓ Promote RMTS into Live Production
- **Training and Technical Assistance**
- **Monitoring Reviews and Audit Support**

Implementation Methodology

Training and Technical Assistance

- Develop training materials and online tutorial screens
- Project Leadership training of State Management and school district representatives
- School district coordinator and finance officer training
- Assistance to school districts in loading of participant rosters
- Training of SSG Central Coders
- Help desk assistance throughout the quarter
- Training of finance officers prior to quarterly claim development
- Provide training during monitoring reviews

Implementation Methodology

Monitoring Reviews and Audit Support

- Conduct Monitoring Reviews to identify problems and provide assistance to school districts
- Develop annual Monitoring Review Plan
- Conduct reviews of districts' compliance with federal and state requirements
- Conduct followup reviews of districts with compliance problems
- Support KDE Management during any audits
- Ensure on-going proactive communication with KDE Management related to changes in policy and regulation

District Responsibilities

Medicaid Co-ordinator and Finance Officer Responsibilities

- **Random Moment Time Study**
 - ✓ Submit Calendars and Work Schedules Using Excel Template
 - ✓ Maintain Participant Data
 - ✓ On-going Monitoring and Follow up on Response Rates
- **Medicaid Administrative Claim**
 - ✓ Use LEA Dashboard
 - ✓ Submit Salary and Benefit Data
 - ✓ Submit Other Costs
 - ✓ Submit Student Data for MER Calculation
 - ✓ Review, QA and Submit Administrative Claim
 - ✓ Submit Certification of Expenditure Form

Project Schedule

Implementation Schedule

Project Component	Timeline
✓ Functional Requirements Confirmation	Completed
✓ Configure e-SivicMACS based on Approved SPA and SBAC Guide	Completed
✓ Load Master Data (Activity Codes, Job Codes, Work Schedules, etc)	Completed
✓ Perform Testing	Completed
✓ Demo of e-SivicMACS to KDE Management	Completed
Announce Training locations and District's Sign-up	Aug 4 - Aug 15
Setup e-SivicMACS Production Site and Create Users	Jul 24 – Aug 22

Project Schedule

Implementation Schedule

Project Component	Timeline
Calendar and Work Schedule Template Available	Aug 4
Calendar and Work Schedule Submission Due	Aug 15
Participant Template Available	Aug 11
Training of SBAC Coordinators	Aug 25 – Aug 28
e-SivicMACS Production Site available for Districts to upload and update Participant Lists	Aug 25
Districts' Deadline to finalize Participant Lists for Oct.-Dec. 2014 Quarter	Sep 12
SSG QA of data and Sample Generation	Sep 15 – Sep 23
RMS Pre-notifications sent out to Participants	Sep 24

District Data & Templates

Data Templates & Submission Timelines

- **Calendar and Work Schedule Data**

- ✓ Templates Available on KDE Medicaid Portal – August 4th
- ✓ Deadline for Submission to SSG – August 15th
- ✓ Submission Method – e-mail to kysupport@sivicsolutionsgroup.com

- **Participant Data**

- ✓ SSG Template Available on KDE Medicaid Portal – August 11th
- ✓ Transfer Data from Current Template to SSG Template – August 11th to September 12th
- ✓ Submission Method – e-SivicMACS Upload Process after Login
- ✓ e-SivicMACS Available for Data Upload – August 25th
- ✓ Deadline for Submission to e-SivicMACS – September 12th

Contact Information

- **Live Support: 8am – 5pm eastern time**
- **By Phone**
 - ✓ Toll Free: 1-877-916-3222
- **By e-mail**
 - ✓ kysupport@sivicsolutionsgroup.com

Questions

